



## Human Resources

<b>Job Title:</b> Admission Counselor (Returning Student)	<b>FLSA Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<b>Reports to:</b> Senior Associate Director of Admission	<b>Location:</b>
<b>Department:</b> Office of Admission	<b>Division:</b>
<b>Employment Category:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>Paygrade:</b> 318

### PRIMARY PURPOSE OF POSITION

This admission counselor will initiate and lead efforts to re-recruit formerly enrolled students back to St. Edward's University for degree completion. This individual will communicate the university's academic programs and policies to returning students, prospective transfers and college and university partners. This position serves as the point of contact for former students interested in returning to St. Edward's to complete a bachelor's degree and will be part of a team working to recruit all graduate and undergraduate transfer students to the university. The Admission Counselor executes strategies to identify and attract former St. Edward's University students and manages the recruitment and admission of returning students in order to meet enrollment goals. Identifying qualified candidates, developing effective recruitment strategies, engaging in outreach, and managing the application process are central duties of this position. This position will work closely with faculty and staff in delivering effective recruiting messages and events promoting groundbreaking programs that support creative thinking, critical analysis, global collaboration, lifelong learning, adaption to change, and ethical behavior. The admission counselor is responsible for both meeting recruitment goals within the assigned territories and developing and implementing successful strategies for recruitment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify and recruit returning students formerly enrolled at the University
- Meet stated targets for returning student enrollment goals for each term.
- Compile and analyze data to produce territory management reports and projections and recommend changes or enhancements to recruitment strategies.
- Review admission applications.
- Monitor students' progress from inquiry stage through initial enrollment.
- Participate in event planning and related recruitment projects.
- Collaborate with faculty and other members of the university community in providing accurate information about our innovative curricula to prospective students and partners.
- Perform other duties as required.

### QUALIFICATIONS

Bachelor's degree required. Passion for education and helping people achieve their goals.

#### **WORKING CONDITIONS**

Candidates possessing a strong familiarity and working knowledge of the St. Edward's University campus and its community will be best suited for this role. Experience working in the field of college admission and recruiting or at least three years of professional experience in business recruiting, sales, or higher education preferred. Candidates must demonstrate strong oral/written communication, interpersonal, and organizational skills. Consultative approach to guide prospective students through the university application and admission process. Experience communicating complex information to diverse audiences and the ability to establish relationships over phone, text and email. Experience using a CRM. Must work effectively with a diverse student population. This position requires high levels of energy, commitment and initiative. Ability to travel required. A valid driver's license and an acceptable driving record required. Ability to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check required. Position occasionally requires periods of travel and may call for weekends away from Austin. Occasional evening and weekend duties required.

**SCHEDULE:** Generally, the hours for this non-exempt position are Monday through Friday, 8:30am – 5pm, but the incumbent must be flexible to meet the department's needs.

#### **PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

#### **SUPERVISORY RESPONSIBILITIES**

**SUPERVISION RECEIVED:** General supervision is provided by the Senior Associate Director of Admission and the Director of Graduate and Transfer Admission

**SUPERVISION EXERCISED:** None

#### **EXPECTATIONS**

The incumbent is expected to have or possess:

- Ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by the supervisor.
- Demonstrated ability and interest in growth and learning new skills.

- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

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*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): \_\_\_\_\_ Date: \_\_\_\_\_

Employee (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

HR OFFICE USE ONLY:	
<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Printed Name of Approver:</b>	<i>Printed name of the person with the authority to approve the job description.</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>